

Kankakee County Soil and Water Conservation District  
Annual Plan of Work  
Fiscal Year July 1, 2008 – June 30, 2009

VISION STATEMENT

“Showing the public a better way to manage our natural resources.”

MISSION STATEMENT

The Kankakee County Soil and Water Conservation District will provide leadership and coordinate programs focusing technical, financial and educational assistance to help the landowner and the public protect, preserve and enhance our natural resources.

VALUE STATEMENTS

*What is important as the District conducts business with our client, cooperators, public entities, businesses and employees?*

- Promote and project a friendly atmosphere viewed by all as:
  - Informative
  - Cooperative
  - Selfless
  - Helpful
  - Respectful
- “Go To” organization for natural resources related information and assistance
- Maintain highly motivated staff who enjoy servicing customers and getting conservation on the land

**Objective 1: Water Quality**

**Goal:** To have the chemical, physical and biological characteristics of the water resources of Kankakee County meet or exceed the EPA water quality standards for their intended uses.

**Objective 2: Soil Erosion**

**Goal:** Monitor and continue to reduce soil erosion and sedimentation and eliminate gully erosion to ensure long-term productivity of the soil.

**Objective 3: Land Use**

**Goal:** To preserve prime agricultural land through wise land use and development that is compact and contiguous to existing development.

**Objective 4: Water Management**

**Goal:** To maintain and enhance surface and subsurface drainage systems in an environmentally sound manner to improve agricultural production, improve water quality and minimize adverse affects on urban and rural areas.

**Objective 5: Wildlife and Habitat Development**

**Goal:** Increase and enhance the areas of the county established in prairie, wetland and woodland habitats.

**Objective 6: Education and Outreach**

**Goal:** Showing the public a better way to manage our natural resources.

**Objective 7: District Operations**

**Goal:** Manage SWCD-NRCS operations for greatest efficiency in meeting resource objectives.

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**1. WATER QUALITY**

To have the chemical, physical and biological characteristics of the water resources of Kankakee County meet or exceed the EPA water quality standards for their intended uses.

| Action Items   | Responsibilities | Time Frame  |
|--|------------------|-------------|
| 1. Seal 6 wells w/CPP or District funds.<br><b>Progress:</b>   | RC               | 07/08-06/09 |
| 2. 800 acres of Nutrient Mgt. to reduce phosphorous and nitrates (w/CPP and EQIP, if possible).<br><b>Progress:</b>  | DC, RC           | 07/08-06/09 |
| 3. Land with conservation applied to improve water quality on 2925 acres.<br><b>Progress:</b>  | DC               | 10/08-9/09  |
| 4. Market capabilities for Storm water Ordinance and contract for services- 5 munis.<br><b>Progress:</b> Target Kankakee, Bradley, Bourbonnais, Manteno and Aroma Park.  | RC, Comm.        | 07/08-06/09 |
| 5. Host Storm water/Sediment Control measure workshop (inspectors, developers, gov't).<br><b>Progress:</b> Goal – ½ of muni's represented, hand delivery of invitation to muni's plus ask IEPA to send letter. | RC               | Nov-Dec 08  |
| 6. Monitor status of landfill proposals, adjust position as required.<br><b>Progress:</b>  | Board, RC        | On-going    |
| 7. Monitor Will County Airport progress and runoff concerns.<br><b>Progress:</b>   | Board, RC        | On-going    |
| 8. Conduct outreach with livestock producers regarding benefits of grazing land plan and EQIP program.<br><b>Progress:</b>   | NRCS, Extension  | 07/08-06/09 |
| 9. Two articles on BMP's for lawn care.<br><b>Progress:</b>  | RC               |             |
| 10. Two articles on fertilizer and pesticide management on lawns in our Quarterly and or Farm Bureau newspaper.<br><b>Progress:</b>  | RC               |             |

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**2. SOIL EROSION AND SEDIMENT CONTROL**

Monitor and continue to reduce soil erosion and sedimentation and eliminate gully erosion to ensure long-term productivity of the soil.

| Action Items   | Responsibilities | Time Frame  |
|--|------------------|-------------|
| 1. Plan 25 acres of filter strips/riparian buffers.<br><b>Progress:</b> NRCS measure   | DC               | 07/08-06/09 |
| 2. Conservation plans on 4000 acres.<br><b>Progress:</b> NRCS measure  | DC               | 07/08-06/09 |
| 3. Construct 10 acres of grass waterways.<br><b>Progress:</b> NRCS measure   | DC               | 07/08-06/09 |
| 4. Promote, plan and implement stream bank stabilization projects – CPP or EQIP.<br><b>Progress:</b> Potential projects in Bradley and/or Herscher | RC, DC           | 07/08-06/09 |
| 5. Conservation applied to improve soil quality on 2750 acres.<br><b>Progress:</b> NRCS measure  | DC               | 07/08-06/09 |

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**3. LAND USE**

To preserve prime agricultural land through wise land use and development that is compact and contiguous to existing development.

| Action Items  | Responsibilities | Time Frame  |
|---|------------------|-------------|
| 1. Work with County Planning Dept. on updating subdivision and related ordinances including LESA. Collect site assessment factors from other LESA's by the end of January 2008, form a committee to review and have recommendations for County Ad Hoc committee. Have PZA approve by Jan. to send to County Board in Feb. to form Ad Hoc.<br><b>Progress:</b> | RC               | 07/08-06/09 |
| 2. Promote distribution and use of new digital soil survey in FSA, Health Dept. programs.<br><b>Progress:</b>   | DC, RC           | 07/08-06/09 |
| 3. Provide NRI reports for County – 10 rpt.<br><b>Progress:</b>   | RC, AC           | 07/08-06/09 |
| 4. Conduct tillage transect survey (done in even # years).<br><b>Progress:</b>  | RC               | June 09     |
| 5. Review and comment on Facility Planning Area requests, as required.<br><b>Progress:</b> Rare – typically 4 hrs every other year  | RC               | 07/08-06/09 |

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**4. WATER MANAGEMENT**

To maintain and enhance surface and subsurface drainage systems in an environmentally sound manner to improve agricultural production, improve water quality and minimize adverse affects on urban and rural areas.

| Action Items   | Responsibilities | Time Frame  |
|--|------------------|-------------|
| 1. Assist local landowners with drainage issues/concerns.<br><b>Progress:</b>                                | RC               | 07/08-06/09 |
| 2. Maintain GIS layer for drainage district boundaries, tiles and ditches.<br><b>Progress:</b>               | RC, AC           | 07/08-06/09 |
| 3. Conduct Drainage Dist. Meeting w/IADD-potential topic NPDES, Army Corp of Eng., IEPA.<br><b>Progress:</b> | RC, Comm.        | 02/10       |

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**5. WILDLIFE HABITAT DEVELOPMENT**

Increase and enhance the areas of the county established in prairie, wetland and woodland habitats.

| Action Items   | Responsibilities | Time Frame  |
|--|------------------|-------------|
| 1. 40 acres of wetland restoration.<br><b>Progress:</b> NRCS Measure   | DC               | 07/08-06/09 |
| 2. 2600 acres of wildlife habitat w/conservation practices such as EQIP, WHIP, WRP, CRP and CP33.<br><b>Progress:</b> NRCS Measure           | DC               | 07/08-06/09 |
| 3. Establish 10 acres of field and farmstead windbreaks (tree and shrub planting).<br><b>Progress:</b> NRCS Measure                          | DC               | 07/08-06/09 |
| 4. Participate in or conduct pond management or conservation practice tour or workshop.<br><b>Progress:</b>                                  | RC, Comm.        | 08/08       |
| 5. Encourage 100% re-enrollment of expiring CRP acreage with FSA.<br><b>Progress:</b> 9/06 - 40.2 acres, 9/07 – 158.3 acres, 9/08 – Bob G??? | DC               | 07/08-06/09 |
| 6. Assist Kankakee River Basin Local Partnership Council on river issues.<br><b>Progress:</b>  | RC, AC           | 07/08-06/09 |
| 7. Encourage applications for Acres for Wildlife and Forestry Development Act and Stewardship Mgmt. Plan.<br><b>Progress:</b>                | IDNR, DC         | 07/08-06/09 |
| 8. Provide IDNR with needed assistance - recommend/assist with development of habitat plans.<br><b>Progress:</b>                             | IDNR, DC         | 07/08-06/09 |

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**6. EDUCATION AND OUTREACH**

Showing the public a better way to manage our natural resources.

| Action Items   | Responsibilities | Time Frame   |
|--|------------------|--|
| 1. Promote and assist with Envirothon.<br><b>Progress:</b>   | RC               | 04/09  |
| 2. Assist with Kids Day at the Farm administration.<br><b>Progress:</b>  | RC               | 07/08-06/09  |
| 3. Participate in and support Kids Day at the Farm.<br><b>Progress:</b>  | AC, Board, RC    | March '09  |
| 4. Provide 4 - \$250 teacher grants to assist with environmental projects.<br><b>Progress:</b>                                 | Board            | February 09  |
| 5. Make presentation and programs upon request.<br><b>Progress:</b>  | RC, AC           | 07/08-06/09  |
| 6. Assist with FFA soil judging contest.<br><b>Progress:</b> Hosted in Kankakee  | RC               | October 09   |
| 7. Grant one scholarship to post high school student in the study of agriculture or environmental science.<br><b>Progress:</b> | RC, Comm.        | 04/09  |
| 8. Publish Newsletter/Annual Report.<br><b>Progress:</b>   | RC, AC, Board    | Summer '08<br>Fall '08<br>Winter '09<br>Spring '09 |
| 9. Participate in Salute to Ag at Farmer's market.<br><b>Progress:</b>   | RC, Board        | June 09  |
| 10. Conduct radio and newspaper interviews to provide information.<br><b>Progress:</b>   | RC, DC, Board    | 07/08-06/09  |
| 11. Maintain internet website.<br><b>Progress:</b>   | AC               | 07/08-06/09  |

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|--|----------------------------|-------------|
| 12. Write monthly column for Farm Bureau paper.<br><b>Progress:</b>  | RC, Chair                  | 07/08-06/09 |
| 13. Invite elected officials and partners to activities.<br><b>Progress:</b>   | RC                         | 07/08-06/09 |
| 14. Improve contacts with elected officials.<br><b>Progress:</b>   | RC, AC, Board              | 07/08-06/09 |
| 15. Publicly recognize groups and individuals for conservation.<br><b>Progress:</b>  | Board                      | February 09 |
| 16. Conduct used oil day.<br><b>Progress:</b>  | RC                         | August 08   |
| 17. Remain active in RC&D and participate in group development and project identification.<br><b>Progress:</b>                   | Board, Associate Directors | 07/08-06/09 |
| 18. Utilize weekly newspapers to publish 4 conservation articles.<br><b>Progress:</b> Look for IDNR, NRCS, AISWCD articles       | RC, AC, DC                 | 07/08-06/09 |
| 19. Announce new programs via mail, telenet w/Ext Office, build awareness of existing programs and services.<br><b>Progress:</b> | DC, RC, Comm.              | 07/08-06/09 |
| 20. Assist with Extension Natural Resource Day at Camp Shaw.<br><b>Progress:</b>   | RC                         | Sept. '08   |
| 21. Send a local student to a conservation camp in summer of 2008.<br><b>Progress:</b>   | Board, RC                  | July 08     |

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**7. DISTRICT OPERATIONS**

Manage SWCD-NRCS operations for greatest efficiency in meeting resource objectives.

**Sub-Goal 1: Operations**

| Action Items  | Responsibilities | Time Frame  |
|---|------------------|-------------|
| 1. Assist walk-in customers with information and office services.<br><b>Progress:</b> | AC, RC in a.m.   | 07/08-06/09 |
| 2. Assist with NRCS Administration.<br><b>Progress:</b>                               | AC, RC backup    | 07/08-06/09 |
| 3. Produce GIS maps for clientele.<br><b>Progress:</b>                                | AC               | 07/08-06/09 |

**Sub-Goal 2: Financial responsibilities**

| Action Items   | Responsibilities  | Time Frame  |
|--|-------------------|-------------|
| 1. Prepare and approve annual budget w/income plan.<br><b>Progress:</b>                          | Board, RC, AC     | 07/08       |
| 2. Compile and maintain all financial records.<br><b>Progress:</b>                               | AC, Treasurer, RC | 07/08-06/09 |
| 3. Obtain other funding sources (i.e. grants, storm water inspections).<br><b>Progress:</b>      | RC, Board, AC     | 07/08-06/09 |
| 4. Conduct tree, fish, map, flag, filter fabric and water testing kit sales.<br><b>Progress:</b> | RC, AC, Board     | 07/08-06/09 |
| 5. Secure newsletter/annual report advertisers.<br><b>Progress:</b>                              | AC, RC, Board     | 07/08-06/09 |
| 6. Prepare all Federal, State and local level reports.<br><b>Progress:</b>                       | AC, RC            | 07/08-06/09 |

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**Sub-Goal 3: Legal requirements and recommendations**

| Action Items  | Responsibilities | Time Frame  |
|---|------------------|-------------|
| 1. Conduct Board/Committee meetings according to open meeting act and Roberts Rules of Order.<br><b>Progress:</b>   | Chairman, RC, AC | 07/08-06/09 |
| 2. Conduct annual meeting and election of Directors.<br><b>Progress:</b>  | Board, RC        | Feb. '09    |
| 3. Adhere to all laws on sexual harassment and employment conditions.<br><b>Progress:</b>   | Board, AC, RC    | 07/08-06/09 |
| 4. List of persons including women and minorities, for directors, associates and committee members, recruit 3 Associate Directors.<br><b>Progress:</b> Look at Farm Bureau, Ext, Teachers, DD's | Board            | 07/08-06/09 |
| 5. Update EEO and Civil Rights file as required.<br><b>Progress:</b>  | Comm.            | 07/08-06/09 |
| 6. Maintain District policy handbook as required.<br><b>Progress:</b>   | Comm.            | 07/08-06/09 |

**Sub-Goal 4: Personnel recommendations**

| Action Items  | Responsibilities | Time Frame     |
|---|------------------|----------------|
| 1. Conduct employee evaluations, update job descriptions as required.<br><b>Progress:</b> | Board            | 12/08<br>06/09 |
| 2. Annually review and develop training need for District Staff.<br><b>Progress:</b>      | Board            | 4/09           |

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**Sub-Goal 5: Maintain and expand interagency cooperation**

| Action Items  | Responsibilities | Time Frame                    |
|---|------------------|-------------------------------|
| 1. Review the Supplemental Memos of Understanding between the District, NRCS, DOA and the County.<br><b>Progress:</b> | Board            |                               |
| 2. Kankakee River Basin Partnership financial support – review and adj rate if necessary.<br><b>Progress:</b>         | RC, AC           | 07/08-06/09                   |
| 3. Conduct semi-annual FSA and County Committee cooperation meetings.<br><b>Progress:</b>                             | Chairman, RC     | 07/08-06/09                   |
| 4. Request the attendance of 1 elected District Director at the LUC III quarterly meetings.<br><b>Progress:</b>       | Board            | 09/08, 12/08,<br>03/09, 06/09 |
| 5. Attendance of 1 elected District Director at the AISWCD Summer Conference.<br><b>Progress:</b>                     | Board            | Summer '08                    |
| 6. Attendance of elected District Directors at one training workshop annually.<br><b>Progress:</b>                    | Board            | 07/08-06/09                   |

**Sub-Goal 6: Structural evaluation, planning and reorganization**

| Action Items  | Responsibilities  | Time Frame     |
|---|-------------------|----------------|
| 1. Prioritize new issues as they arise to determine role.<br><b>Progress:</b> | Board             | 07/08-06/09    |
| 2. Develop staffing plan and cost/income scenarios.<br><b>Progress:</b>       | Comm.             | 05/09 for FY10 |
| 3. Review Long Range Plan annually.<br><b>Progress:</b>                       | Board, RC, AC, DC | March 09       |

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|   |       |          |
|---|-------|----------|
| 4. Restructure Board, Ethics Officer and Committees – annual and as needed. | Board | March 09 |
|---|-------|----------|

**Progress:**

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|   |            |                                  |
|---|------------|----------------------------------|
| 5. Review and update the Annual Plan of Work quarterly. | RC, AC, DC | 09/08<br>12/08<br>03/09<br>06/09 |
|---|------------|----------------------------------|

**Progress:**

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